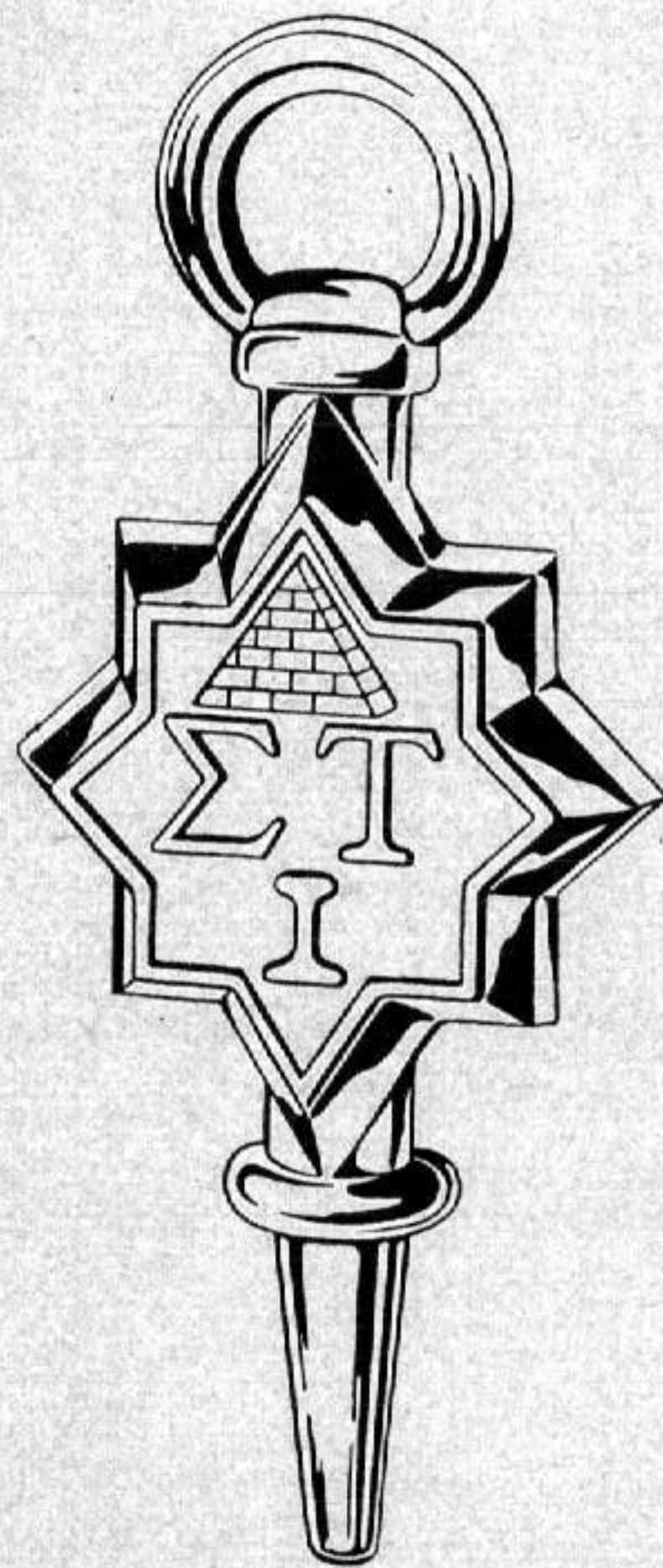


SIGMA TAU FRATERNITY



National Honor Society for Engineers
Founded February 22, 1904

Spring-Summer 1968 The Pyramid of Sigma Tau

SIGMA TAU CHAPTER OPERATIONS MANUAL

INTRODUCTION: The formulation of an Operations Manual for Sigma Tau Chapters which would apply in detail to all chapters is clearly impractical, but the number and sequences of fraternity actions and events throughout the school year can be outlined for one type of chapter operation. This can serve as a basic guide from which adaptations to various local situations can be made.

In the several chapter locations we have semester, quarter and trimester divisions of the school year. Some chapters have one set of officers for the entire year, others have two or three. Grading systems vary, detailed methods of selection, screening, election, notification and duties of pledges show almost as many differences as there are chapters. This is as it should be as it is Sigma Tau policy to permit a maximum of latitude for chapters to meet local situations.

However, in spite of this non-uniformity, there are a number of considerations which apply to all chapters and their procedures. It is the intent of this manual to endeavor to pinpoint these factors and by illustration to arrange them into a suggested procedure that could apply to a *mythical chapter*. Chapter officers and other members, being qualified Sigma Taus, are obviously competent to make the necessary adjustments to meet any local variations from this idealized pattern.

This *mythical chapter* is located in a school which operates on the semester plan, has a four-year engineering curriculum and a numerical grading system. Records of student grades are available from the Registrar's office and can be supplied in suitably classified lists. Officers are elected once and pledges are initiated twice yearly. A single Chapter Advisor is elected or re-elected annually. Initiation fees are paid before initiation, chapter funds are maintained in accordance with regulations established by the school, Active and Alumni membership, address and other records are kept up to date. The chapter has regular monthly meetings. Within this framework the following pattern of operation might be effective:

1. Promptness, accuracy, completeness and proper custody of records is essential.
2. Sufficient lead time must be allowed for the completion of all necessary steps in procedures.
3. Chapter officers and Advisors must familiarize themselves with National and Local Constitutions, By-Laws and procedures immediately upon election.
4. At the end of their terms each officer should leave an informative report and suggestions for his successor.
5. All reports, records, remittances, news items, membership lists, address

- lists, etc., must be transmitted to National Headquarters promptly in accordance with published procedures.
6. Membership in Sigma Tau entails responsibility as well as recognition, factors which can neither be divorced nor slighted.
 7. Award of Sigma Tau Medal, Honors Day participation, etc., are to be arranged in accord with school calendar.
 8. If monthly meetings are meaningful, interesting and instructive, good attendance will be assured.
 9. Well-planned projects, preferably continuing ones, will keep the Fraternity image one of a functioning and useful organization.
 10. At least one well-planned social event during the year, sponsored by the chapter alone or in collaboration with other suitable organizations, is advisable.
 11. It is significant that nearly all of the questions and complaints that come to National Headquarters are directly due to the failure of the responsible person to read and follow instructions and information available to him.
 12. The simplest and easiest way to perform almost any task is to execute and dispose of it promptly. The longer one waits the more troublesome it becomes, and the satisfactions of accomplishment are lessened.

SUGGESTED SCHEDULE

September: The school year begins. At the earliest practicable time Chapter officers and the Advisor meet in executive session. Duties are apportioned and reviewed to assure that they are understood. Tentative schedules for the year are set and any questions resolved or assigned for determination. At this time there should be a clear understanding of every officer's responsibilities for the year ahead.

October: The exact initiation date and place is set. All pertinent calendars will have been checked beforehand by the responsible officer (Vice-President suggested). Not later than mid-October the Advisor will have requested (through proper channels) a list of Junior and Senior Engineers whose scholastic performance meets the level of the upper third of that group. After the initiation date has been set, the officers or a small committee appointed for the purpose, sets dates for:

October, November, December:

1. Review the list of scholastic eligibles for further screening as to Practicality and Sociability. At this stage there must be no statistical short cuts if the tenets of Sigma Tau are to be met and maintained. It is highly improbable that more than 30 to 40 per cent of the scholastic eligibles can qualify under a thoughtful selection process.
2. Vote on prospective initiates. Allow time (not less than one week) from "1" for members to inform themselves in preparation for a considered and equitable vote. An invitational smoker or other get-together may be

- scheduled in the interval between "1" and "2" to facilitate the forming of judgments, probably a must in the larger schools.
3. Notification can best be done as soon as possible after voting.
 4. Preceding the above steps an adequate number of National and Local Constitutions and By-Laws should have been secured from National Headquarters so that they can be distributed to prospective initiates. This and steps "2" and "3" should precede initiation by at least four weeks.
 5. Assign Pledge projects and duties at time of pledging.
 6. At time of pledging, or *immediately* following, the chapter officers are to meet with pledges and complete membership records, secure payment of initiation fees and forward them to the National Headquarters. The minimum time for this and the obtaining of keys and shingles is four weeks. These operations and intervals are the most common failures in Chapter procedures. The result is an incomplete and fragmentary sequence of events surrounding initiations, and initiates get an unfavorable impression at the very beginning of their membership.
 7. Four properly completed Membership Records to National should include full names, addresses and zip codes. All copies must be signed.
 8. The initiation banquet, place, time, speaker, etc., should be set not less than two weeks in advance. Notify all who are to attend immediately.
 9. Publicize new members, pictures and other pertinent news items in student publications, bulletin boards, to National, etc., as may be appropriate.
 10. Make certain that all records and formalities regarding new members have been completed and that they are so welcomed, instructed and assigned tasks and duties that they will be impressed that Sigma Tau means more than just a key and a shingle.

January: Early in the month set time for election of officers, spring initiation, etc. Schedules, lead times, etc. follow the same pattern as the fall schedule. Canvass members for candidates for Sigma Tau Fellowship, complete application forms and advise National by March 1st.

February: Elect officers and Advisor. The selection of an Advisor is a most important one, and it should be the personal responsibility of the Chapter President to assure that there is a proper study, consideration and selection from those faculty members who have the qualifications, time and interest. Re-election of Advisors who have been effective is highly desirable for continuity. Supply all officers, the Advisor, department heads, Deans, the National Headquarters, etc., with a list of new officers and the Advisor with both home and campus addresses and phone numbers.

March, April, May: Follow schedules as above. Spring Initiation preferably comes no later than early May. Prepare records for graduating Seniors for transfer to the alumni file. *Check all graduating members for preferred mailing addresses for Pyramid and advise National.* Prepare the annual Chapter Report and send to National. This is the joint responsibility

of the new and the old officers and the Advisor and is to be signed by the new President and Secretary. One copy goes to National and one copy to the Chapter records file. At the final meeting or executive session of officers, assign duties and schedules for the summer and the preparations for the first fall executive session, for which the date should be set.

CONCLUSION: Make each school year one in which the Chapter has contributed memorably to Engineering Education.



1968 SIGMA TAU FELLOWSHIP WON BY VERNON L. KUENZI OF ZETA CHAPTER



Vernon L. Kuenzi, M.E. '68 of Zeta Chapter, Oregon State University, was awarded the 1968 Fellowship of the Sigma Tau Foundation, Inc., but because of the military situation has advised that he will not be able to accept for the immediate future. He reached this decision after consultation with his State and Local Draft Boards who informed him that there was only a very slight chance that he could complete the first year of graduate school before induction. Consequently the award will be suspended pending future developments with the understanding that it can be reinstated later.

Brother Kuenzi was born in Silverton, Oregon. He attended Nestucca Union High School in Cloverdale, where he stood first in his class, engaged in several extracurricular activities, was an officer of his class and of

the local chapter of the National Honor Society.

In an impressive scholarship record at Oregon State he made straight "A" in four of ten terms with an overall grade point average of 3.69 of a possible 4 through the first term of his Senior year. He stands first in scholarship in his class of sixty.

He had planned to attend Stanford for graduate studies leading to a Master's degree in Mechanical Engineering, emphasizing those fundamentals that would lead to specialization in applied mechanics and structural design. He had intended to go directly into industry after receiving his Master's degree.

SIGMA TAU MOURNS PASSING OF CHARLES W. ROBERTS, ALPHA '06

The members of the Sigma Tau Fraternity were greatly grieved to learn of the death of Charles W. Roberts on January 14, 1968, at Lincoln, Nebraska. He was 87 years of age at the time of his death.

Co-founder of Abel-Roberts Construction Company at Lincoln in 1907, Mr. Roberts founded Roberts Construction Company in 1915 and headed that company's operations until his retirement in 1952.

In 1927, Mr. Roberts founded the Highway-Heavy Chapter of the Associated General Contractors of America. He was a past president of the organization and was presented with an honorary life membership in 1954.

Charlie Roberts was initiated as an Active Member of Alpha Chapter of the Sigma Tau Fraternity in the Spring of 1905. During his college years and subsequently, he had an abiding interest in the affairs of the Fraternity. He was one of the principals in the founding and early operations of the Sigma Tau Foundation, Inc., serving as a Director and a member of the Finance Committee of the Foundation for a number of years.

Mr. Roberts was a member of the Board of Directors of the Union National Life Insurance Company of Lincoln, Nebraska. He was also a member of the University Club, Lincoln Country Club, Crucible Club and the Polemic Club.

He is survived by one son, Charles A. Roberts of Omaha, a daughter, Mrs. Ann R. Foersom of Lincoln, and six grandchildren.

— SIGMA TAU —

"Those who give up essential liberty to purchase a little temporary safety deserve neither liberty nor safety." — *Benjamin Franklin*.

"Truth has always been the foe of tyranny, fallacy, dishonesty, prejudice, and other forms of evil, but the champion of justice and the friend of man. No matter how it is suppressed, truth will ultimately prevail." — *Author unknown*.

"The penalty good men pay for indifference to public affairs is to be ruled by evil men." — *Plato*.

